

Civil Division: BOCES
Jurisdictional Class: Competitive
EEO Category: Professionals
Revised: April 13, 2006

ASSISTANT EDUCATIONAL TECHNOLOGY PLANNING SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class assists the Educational Technology Planning Specialists with office and field assignments. The incumbent assists in determining how member school districts are fulfilling their administrative/instructional needs, their perception of the quality and cost-effectiveness of received services, and the levels of interest in future technology applications for their district. The Assistant Educational Technology Planning Specialist will serve as a liaison and "trouble-shooter" between school district users and the Mohawk Regional Information Center. The work is performed under the general direction of an Educational Technology Planning Specialist and the Director of the Regional Information Center, with limited leeway allowed in carrying out technical details of the work. Supervision over the work of others is not a responsibility of employees in this class. Incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Schedules visits to member school districts to determine if the Center can provide additional or customized services to meet new or changed needs;
Compiles narrative information for utilization in the master RIC Chapter 793 Plan;
Assists Educational Technology Planning Specialists with the coordination and planning of new services to school districts;
Prepares network schematics and network proposals to school districts;
Assures successful network implementation through a network audit process;
Defines administrative network training requirements and proposes district training programs;
Prepares and analyzes Service Effectiveness studies and surveys for customer satisfaction;
Periodically reviews specific services for vendor cost and quality competitiveness;
Assists the Director and Assistant Business Manager with revenue analysis and reconciliation of multi-year finance agreements and district purchases;
Collects data and assists with planning research investigation and analysis of administrative factors related to existing and future Center services;
Reviews, with the Director, the results of all school district visits;
Serves on the Communications Team and reports to the Director;
Provides project management to unique and specific district-based or RIC-based research and development projects.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of the principles and practices of planning using New York State Education Department acceptable planning practices [ie: Technology Planning Instructional Support (TPIS)] for a variety of management and instructional activities; working knowledge of networking and technologies related to educational practice; strong interpersonal skills and effective verbal and written communication skills; ability to conduct research using a variety of techniques, and apply the results to school district planning; ability to understand and interpret basic planning research data; ability to understand and follow oral and written directions.

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PLANNING SPECIALIST**

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MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree **AND** one (1) year of experience in an educational or business setting involving planning, utilizing computer technology, network design, modeling and forecasting techniques; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree and three (3) years of experience as defined in (A) above; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience as defined in (A) above.

Adopted: 08/13/96
Revised: 04/13/06